

DD/A Reel 1-27
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05-5223

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

D/Pers

23-5810

Proposed HN - Weather Emergencies

FROM:

EXTENSION

NO.

A/Chief, Policy & Programs Staff
5N-19 Stafford

DATE

20 December 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
DD/PA&E2.
EO/D/OP3.
DD/OP4.
D/OP5.
DDA
7D24 Hqs6.
DDA

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C/RCD
1105 Ames

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15.

Attached is the proposed Weather Emergency HN which DD/Pers reviewed on Friday. [redacted] OGC has reviewed and indicated that it looks OK. With your approval, it can be forwarded to RCD for publication.

10 - In the interest of time, rather than your sending the formal coordination copy back to OGC in [redacted] perhaps you can verify OGC's coordination with [redacted] by telephone.

[redacted]

1-2

11/7/83

83-5810

DD/A Registry

83-5223

PERSONNEL

HN

WEATHER EMERGENCIES

REFERENCE: dated 17 August 1983

STAT

No Field Counterpart to this HN

1. This notice provides information on Agency policy and procedures for hazardous weather situations. A weather emergency is one which may prevent employees in significant numbers from reporting to work, or may require the early dismissal of employees and/or the partial curtailment of certain Agency activities. In the Metropolitan Washington area, such weather emergencies usually occur as a result of heavy snow or severe icing conditions.

2. All Agency functions are considered essential and therefore cannot be subjected to total suspension. Within the limited context of weather emergencies, a distinction is made between essential Agency personnel and all other Agency personnel. Essential Agency personnel are so designated by their offices and are those employees who are expected to remain on duty, or to report for duty, during weather emergencies. In accordance with the guidance provided in Reference, it is imperative that each office have a current, well-publicized emergency staffing plan which designates a sufficient number of employees to continue the work of their offices during weather emergencies. Employees designated as essential are not entitled to overtime pay or compensatory time off for working their regularly scheduled tours of duty in weather emergencies, even though other employees not designated as essential may be excused from reporting for work or dismissed early.

3. The Office of Personnel Management (OPM), in consultation with White House, local government and transit officials, determines the Federal leave policy that applies to the emergency situation. During working hours, OPM notifies Federal Agencies whether they should remain open or curtail their operations. Dismissals, if authorized, will be staggered by agency for Federal offices and installations located within the Washington Capitol Beltway. The Federal leave policy that applies to an emergency situation which develops during nonworking hours and prior to the beginning of the regular workday will be announced by OPM through the public news media before the beginning of the workday. To the extent possible, the Agency generally complies with the guidance as it is intended to enhance the ability of local road crews to clear main arteries and to avoid a crippling effect on area highway systems.

ADMINISTRATIVE - INTERNAL USE ONLY

4. The Director of Personnel is in continual contact with OPM when weather emergency conditions develop during the regular workday. The authority for granting early dismissal of Agency employees in such circumstances rests solely with the Director of Personnel, who will consult with the Deputy Director for Administration as necessary. Managers and supervisors are not authorized to grant early dismissal to employees without the specific direction and approval of the Director of Personnel. The only exception is for night shift workers who may be dismissed early by the component senior supervisor in charge when weather emergency conditions threaten. Such dismissals will be reported promptly to the Director of Personnel and the Director of Finance. The policies in the following paragraphs apply to Agency employees.

5. Weather emergencies during the regular workday.

a. When notified by OPM of the order of dismissal inside the Beltway, the Director of Personnel will also determine the order of dismissal for employees in Agency components located beyond the periphery of the Capitol Beltway. Since weather and/or traffic conditions may differ substantially between the city and outlying areas, the Director of Personnel may authorize early dismissal of employees in different locations at different times, or determine that employees in some locations may not be authorized early dismissal.

b. The Director of Personnel will advise the designated representatives in each directorate and independent office either of the time set for early dismissal of employees in components both inside and outside the Capitol Beltway, or that early dismissal is not authorized for a particular location.

c. The designated directorate and independent office representatives will in turn notify component supervisors.

d. Employees at work will be excused with no charge to leave or loss of pay. Employees at work who depart on their own before official word of dismissal is received, will be charged leave from the departure time to the time of dismissal. Employees on approved leave on a day when early dismissal is authorized will be charged leave for the entire work shift.

6. Weather emergencies during nonworking hours, prior to the beginning of the regular workday.

Employees not designated as essential should determine their ability to report for work in connection with the guidance announced through the public news media. The two types of leave situations in this circumstance are as follows:

a. Delayed Arrival/Liberal Leave. This announcement is used when weather conditions make it necessary to reduce or delay the flow of morning traffic. "Liberal leave" refers to allowing employees to take annual leave or leave without pay without the necessity for obtaining advance approval or providing detailed justification. Employees are expected to report for work on time; however, because of the severe weather, employees may be granted a reasonable amount of excused absence (usually up to 2 hours) if they experience commuting delays.

b. Closure. This announcement is used when weather conditions dictate that most Federal offices should not open for the day. Those employees designated as essential personnel are expected to report for duty and may be granted a reasonable amount of excused absence if they experience commuting delays. All other employees will be granted excused absence for the day.

Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES

~~DDA~~ J 22 Dec 1980

Harry, This is a pretty detailed ^{draft} notice and conveys sufficient information for all employees to understand. I think para 4 is significant as to 40 Prole.

R